

(This memo is formatted to go on district letterhead paper)

### Request to Forward School Records

_____	_____	_____
<i>Student's Name</i>	<i>Date of Birth</i>	<i>Grade</i>

_____	_____	_____
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Requesting records from: \_\_\_\_\_  
*Name of Previous School*

\_\_\_\_\_  
*Address, City, State, Zip*

\_\_\_\_\_  
*Phone/Fax*

*This request for records includes but is not limited to:*

Cumulative records, Immunizations and Health records, Diagnostic/Educational tests, IEP records for Special Education or Speech, and Expulsions and Out-of-School Suspensions<sup>1</sup>

*Please send records to: (example)*

Saydel High School  
Attn: Student Records  
5601 N.E. 7<sup>th</sup> Street  
Des Moines, Iowa 50313

_____	_____
<i>Parent Signature<sup>2</sup></i>	<i>Date</i>

1. Iowa Code section 279.9A requires an accurate record of any suspension or expulsion actions taken, and the basis for those actions, be reported to a school to which the student transfers or seeks to transfer.  
 2. Parent signature not required to release records between schools according to Family Educational Rights and Privacy Acts (FERPA).